

[Your business name]

[Street address]
[Town, postcode]
[Email]

INVOICE

No. INV-0001

BILL TO

[Customer name]

[Customer address]

ISSUE DATE

10 Sept 2026

DUE DATE

10 Oct 2026

DESCRIPTION	TIME	RATE	AMOUNT
Bookkeeping services, quarter to 30 June	1	£450.00	£450.00
Payroll processing, 3 employees	3 months	£60.00/month	£180.00

Subtotal £630.00
VAT (20%) £126.00

TOTAL DUE £756.00

NOTES

Payment due within 30 days of the invoice date.